

**TOWN OF DAVIE
TOWN COUNCIL AGENDA REPORT**

TO: Mayor and Councilmembers

FROM/PHONE: Shirley Taylor-Prakelt, Director
Housing & Community Development, 797-1199

SUBJECT: Resolution

COUNCIL DISTRICT: #1 - Councilmember Tom Truex

TITLE OF AGENDA ITEM: A Resolution of the Town of Davie, authorizing the execution an agreement with Scharf & Associates, Inc., for architectural services related to the design of a new facility in Driftwood Estates Park to house the Boys and Girls Club of Broward, County Inc., and, authorizing an effective date.

REPORT IN BRIEF: On February 7, 2001, the Davie Town Council adopted Resolution 2001-037 approving the "Harmony Village Community Redevelopment/ Revitalization Plan". This Plan is a holistic approach to neighborhood revitalization which contains both residential and non-residential components. One of the central elements of the Plan is the construction a new facility to house the Boys & Girls Club, which is currently located within "Ehlinger Apartments" (Public Housing Project).

On December 4, 2001, the Town Council adopted Resolution 2001-335 accepting a \$500,000 Challenge Grant from Broward County to match Community Development Block Grant (CDBG) funds to construct a new 8,000+ sq. ft. facility on the southeast corner of Driftwood Estates Park. Funds are now available for construction; and, the process of selecting the architectural firm to design the building is complete.

On May 15th, the Council adopted Resolution 2002-113 selecting the firm of Scharf & Associates Inc., to provide the architectural services for this building, and authorized the Town Administrator or his designee to negotiate an agreement for such services. The negotiations are now complete, and the attached Agreement in the amount of \$64,000, is recommended for approval.

PREVIOUS ACTIONS: Resolutions 2001-037, 2001-335, and 2002-113

CONCURRENCES: None

FISCAL IMPACT: CDBG Funds are budgeted for this service

RECOMMENDATION(S): To adopt the Resolution

Attachment(s): Resolution , Agreement

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, AUTHORIZING THE EXECUTION AN AGREEMENT WITH SCHARF & ASSOCIATES, INC., FOR ARCHITECTURAL SERVICES RELATED TO THE DESIGN OF A NEW FACILITY IN DRIFTWOOD ESTATES PARK TO HOUSE THE BOYS AND GIRLS CLUB OF BROWARD, INC., ; AND, AUTHORIZING AN EFFECTIVE DATE.

WHEREAS, On February 7, 2001, the Davie Town Council unanimously adopted Resolution 2001-037 approving the "Harmony Village Community Redevelopment/ Revitalization" Plan, for the Driftwood CDBG Target Area, which is a holistic approach to neighborhood revitalization; and,

WHEREAS, one of the central elements of this Plan is the construction a new facility to house the Boys & Girls Club which is currently located within "Ehlinger Apartments" (Public Housing Project); and,

WHEREAS, the "Harmony Village Plan" calls for the Town to lease Driftwood Estates Park to the Boys and Girls Club to provide a full range of services to approximately 1,000 at-risk minority or disadvantaged youth, compared to the 300 children currently served at the Ehlinger facility; and

WHEREAS, on December 4, 2001, the Town Council adopted Resolution 2001-335 accepting a \$500,000 Challenge Grant from Broward County to match the Town's Community Development Block Grant (CDBG) funds to construct a new 8,000+ sq. ft. facility on the southeast corner of Driftwood Estates Park; and

WHEREAS, On May 15th, the Council adopted Resolution 2002-113 selecting the firm of Scharf & Associates Inc., to provide the architectural services for this building and authorized the Town Administrator or his designee to negotiate an agreement for such services; and

WHEREAS, The negotiations are now complete, and the attached Agreement in the amount of \$64,000 for the architectural services is recommended for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA.

SECTION 1. The Mayor or Town Administrator are hereby authorized to execute the attached Agreement with Scharf & Associates Inc., for architectural services related to the design of a new facility in Driftwood Estates Park to house the Boys and Girls Club of Broward, County Inc., which will expand services to at-risk youth

SECTION 2. This Resolution shall take effect immediately upon passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002.

MAYOR/COUNCILMEMBER

ATTEST

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002.

June 5, 2002

Fax: 954-797-1148/Mail

Mr. Bruce Bernard
Director Public Works/Capital Projects Manager
Town of Davie
6591 Orange Drive
Davie, Florida 33314-3399

**RE: Boy's and Girls Club, Harmony Village
Revised Fee Proposal**

Dear Bruce:

In accordance with your request, we have prepared this Revised Design Services Fee Proposal for this project. Our fee is based on the scope of service described in the AIA B141, 1997, Owner/Architect Agreement, utilized by the Town of Davie, and as described in the Town's Request for Architectural Services.

Our Basic Services do not include any permitting fees, surveying, or other related testing that may be required. We will coordinate with the Town of Davie's Civil Engineer and Landscape Architect who will be providing the civil, landscape and irrigation design & drawings for this project. If requested, we will coordinate with and retain the services of a soils testing company and the cost of these services will be reimbursed by the Town of Davie in accordance with this agreement. Detailed cost estimating will not be provided.

We have included the following services in our Fee Proposal:

- DRC and Site Plan Approval – The preparation of site plan drawings, colored elevations and coordination of the landscape plan and appearances at Board meetings.
- Appearances at Town Council Meetings and other additional services, acquired by the town of Davie, will be billed in accordance with the attached hourly rate schedule.
- Work with the Town of Davie in accelerating the design and construction documents to allow for the completion of final construction documents within 4 months.
- Provide Architectural, Structural, Mechanical, Electrical Design and coordination of the Landscape/Irrigation and Civil Engineering Consultants, separately contracted by the Owner, as Basic Services.

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June 5, 2002
Mr. Bruce Bernard
Page 2 of 2

Our Design Services Fee for this project is Sixty Four Thousand Dollars (\$64,000).

Additional Services (If authorized, in writing, by the Town of Davie):

- Colored Perspective Rendering \$1,500

We believe that the proposed fee for these services is fair and reasonable and look forward to your favorable response. If you have any questions or comments, please call me.

Very truly yours,
Scharf & Associates Incorporated


Marvin Scharf, AIA
President

Attachment

Cc: Cheryl Dolin, R. A.

AIA Document B141 - 1997

*Standard Form of Agreement Between Owner and Architect
with Standard Form of Architect's Services*

TABLE OF ARTICLES

- 1.1 INITIAL INFORMATION
- 1.2 RESPONSIBILITIES OF THE PARTIES
- 1.3 TERMS AND CONDITIONS
- 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS
- 1.5 COMPENSATION

AGREEMENT: made as of the 19 day of June in the year 2002.
(In words, indicate day, month and year)

BETWEEN the Architect's client identified as the Owner:
(Name, address and other information)

Town of Davie
6591 Orange Drive
Davie, Florida 33314-3399

and the Architect:

(Name, address and other information)
Scharf & Associates, Incorporated
3407 Northwest 9th Avenue, Suite 200
Fort Lauderdale, Florida 33309

For the following Project:

(Include detailed description of Project)

Boys & Girls Club at Driftwood Estate

The Owner and Architect agree as follows.

ARTICLE 1.1 INITIAL INFORMATION

1.1.1 This Agreement is based on the following information and assumptions.

(Note the disposition for the following items by inserting the requested information or a statement such as "not applicable," "unknown at time of execution" or "to be determined later by mutual agreement.")

1.1.2 PROJECT PARAMETERS

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- 1.1.2.1 The objective or use is:
(Identify or describe, if appropriate, proposed use or goals.)

Community Center Building

- 1.1.2.2 The physical parameters are:
(Identify or describe, if appropriate, size, location, dimensions, or other pertinent information, such as geotechnical reports about the site.)

Building Size approximately 8,000 ± Square feet, 2 stories with future expansion of second floor.

- 1.1.2.3 The Owner's Program is:
(Identify documentation or state the manner in which the program will be developed.)

As Indicated in Attachment "B"

- 1.1.2.4 The legal parameters are:
(Identify pertinent legal information, including, if appropriate, land surveys and legal descriptions and restrictions of the site.)

Located at: Driftwood Estates Park, 3300 N.W. 77th Avenue
Davie, Florida

- 1.1.2.5 The financial parameters are as follows.

- .1 Amount of the Owner's overall budget for the Project, including the Architect's compensation, is:
- .2 Amount of the Owner's budget for the Cost of the Work, excluding the Architect's compensation, is: \$ 800,000

- 1.1.2.6 The time parameters are:
(Identify, if appropriate, milestone dates, durations or fast track scheduling.)

As described in Exhibit "C"

- 1.1.2.7 The proposed procurement or delivery method for the Project is:
(Identify method such as competitive bid, negotiated contract, or construction management.)

Competitive Bid

- 1.1.2.8 Other parameters are:
(Identify special characteristics or needs of the Project such as energy, environmental or historic preservation requirements.)

Not Applicable

1.1.3 PROJECT TEAM

- 1.1.3.1 The Owner's Designated Representative is:
(List name, address and other information.)

Bruce Bernard/Shirley Taylor-Prakett
6901 Orange Dr.
Davie, Florida 33314

- 1.1.3.2 The persons or entities, in addition to the Owner's Designated Representative, who are required to review the Architect's submittals to the Owner are:
(List name, address and other information.)

Cheryl Dolin, R.A., 6901 Orange Drive, Davie, Florida 33314

- 1.1.3.3 The Owner's other consultants and contractors are:
(List discipline and, if known, identify them by name and address.)

Craven Thompson-Survey/Civil
3363 NW 53rd Street
Ft. Lauderdale, Florida 33309

- 1.1.3.4 The Architect's Designated Representative is:
(List name, address and other information.)

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Designated Representative shall render decisions in a timely manner pertaining to documents submitted by the Architect in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

1.2.2.4 The Owner shall furnish the services of consultants other than those designated in Paragraph 1.1.3 or authorize the Architect to furnish them as a Change in Services when such services are requested by the Architect and are reasonably required by the scope of the Project.

1.2.2.5 Unless otherwise provided in this Agreement, the Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

1.2.2.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

1.2.2.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including any errors, omissions or inconsistencies in the Architect's Instruments of Service.

1.2.3 ARCHITECT

1.2.3.1 The services performed by the Architect, Architect's employees and Architect's consultants shall be as enumerated in Article 1.4.

1.2.3.2 The Architect's services shall be performed as expeditiously as is consistent with professional skill and care and the orderly progress of the Project. The Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which initially shall be consistent with the time periods established in Subparagraph 1.1.2.6 and which shall be adjusted, if necessary, as the Project proceeds. This schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Time limits established by this schedule approved by the Owner shall not, except for reasonable cause, be exceeded by the Architect or Owner.

1.2.3.3 The Architect's Designated Representative identified in Paragraph 1.1.3 shall be authorized to act on the Architect's behalf with respect to the Project.

1.2.3.4 The Architect shall maintain the confidentiality of information specifically designated as confidential by the Owner, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the Architect from establishing a claim or defense in an adjudicatory proceeding. The Architect shall require of the Architect's consultants similar agreements to maintain the confidentiality of information specifically designated as confidential by the Owner.

1.2.3.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

1.2.3.6 The Architect shall review laws, codes, and regulations applicable to the Architect's services. The Architect shall respond in the design of the Project to requirements imposed by governmental authorities having jurisdiction over the Project.

1.2.3.7 The Architect shall be entitled to rely on the accuracy and completeness of services and information furnished by the Owner. The Architect shall provide prompt written notice to

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the Owner if the Architect becomes aware of any errors, omissions or inconsistencies in such services or information.

ARTICLE 1.3 TERMS AND CONDITIONS

1.3.1 COST OF THE WORK

1.3.1.1 The Cost of the Work shall be the total cost or, to the extent the Project is not completed, the estimated cost to the Owner of all elements of the Project designed or specified by the Architect.

1.3.1.2 The Cost of the Work shall include the cost at current market rates of labor and materials furnished by the Owner and equipment designed, specified, selected or specially provided for by the Architect, including the costs of management or supervision of construction or installation provided by a separate construction manager or contractor, plus a reasonable allowance for their overhead and profit. In addition, a reasonable allowance for contingencies shall be included for market conditions at the time of bidding and for changes in the Work.

1.3.1.3 The Cost of the Work does not include the compensation of the Architect and the Architect's consultants, the costs of the land, rights-of-way and financing or other costs that are the responsibility of the Owner.

1.3.2 INSTRUMENTS OF SERVICE

1.3.2.1 Drawings, specifications and other documents, including those in electronic form, prepared by the Architect and the Architect's consultants are Instruments of Service for use solely with respect to this Project. The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyrights.

1.3.2.2 Upon execution of this Agreement, the Architect grants to the Owner a nonexclusive license to reproduce the Architect's Instruments of Service solely for purposes of constructing, using and maintaining the Project, provided that the Owner shall comply with all obligations, including prompt payment of all sums when due, under this Agreement. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner's possession or control. If and upon the date the Architect is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.

1.3.2.3 Except for the licenses granted in Subparagraph 1.3.2.2, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. However, the Owner shall be permitted to authorize the Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work by license granted in Subparagraph 1.3.2.2. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants. The Owner shall not use the Instruments of Service for future additions or alterations to this Project or for other projects, unless the Owner obtains the prior written agreement of the Architect and the Architect's consultants.

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Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

1.3.2.4 Prior to the Architect providing to the Owner any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

1.3.3 CHANGE IN SERVICES

1.3.3.1 Change in Services of the Architect, including services required of the Architect's consultants, may be accomplished after execution of this Agreement, without invalidating the Agreement, if mutually agreed in writing, if required by circumstances beyond the Architect's control, or if the Architect's services are affected as described in Subparagraph 1.3.3.2. In the absence of mutual agreement in writing, the Architect shall notify the Owner prior to providing such services. If the Owner deems that all or a part of such Change in Services is not required, the Owner shall give prompt written notice to the Architect, and the Architect shall have no obligation to provide those services. Except for a change due to the fault of the Architect, Change in Services of the Architect shall entitle the Architect to an adjustment in compensation pursuant to Paragraph 1.5.2, and to any Reimbursable Expenses described in Subparagraph 1.3.9.2 and Paragraph 1.5.5.

1.3.3.2 If any of the following circumstances affect the Architect's services for the Project, the Architect shall be entitled to an appropriate adjustment in the Architect's schedule and compensation:

1. change in the instructions or approvals given by the Owner that necessitate revisions in Instruments of Service;
2. enactment or revision of codes, laws or regulations or official interpretations which necessitate changes to previously prepared Instruments of Service;
3. decisions of the Owner not rendered in a timely manner;
4. significant change in the Project including, but not limited to, size, quality, complexity, the Owner's schedule or budget, or procurement method;
5. failure of performance on the part of the Owner or the Owner's consultants or contractors;
6. preparation for and attendance at a public hearing, a dispute resolution proceeding or a legal proceeding except where the Architect is party thereto;
7. change in the information contained in Article 1.1.

1.3.4 MEDIATION

1.3.4.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to arbitration or the institution of legal or equitable proceedings by either party. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by arbitration.

1.3.4.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation which, unless the parties mutually agree otherwise, shall be in accordance with the Construction Industry Mediation Rules of the American Arbitration Association currently in effect. Request for mediation shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The request may be made concurrently with the filing of a demand for arbitration but, in such event, mediation shall proceed in advance of arbitration or legal or equitable proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

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1.3.4.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

1.3.5 ARBITRATION

~~1.3.5.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to arbitration. Prior to arbitration, the parties shall endeavor to resolve disputes by mediation in accordance with Paragraph 1.3.4.~~

~~1.3.5.2 Claims, disputes and other matters in question between the parties that are not resolved by mediation shall be decided by arbitration which, unless the parties mutually agree, otherwise, shall be in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association currently in effect. The demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association.~~

~~1.3.5.3 A demand for arbitration shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.~~

~~1.3.5.4 No arbitration arising out of or relating to this Agreement shall include, by consolidation or joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement and signed by the Owner, Architect and any other person or entity sought to be joined. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent or with a person or entity not named or described therein. The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.~~

~~1.3.5.5 The award rendered by the arbitrator or arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.~~

1.3.6 CLAIMS FOR CONSEQUENTIAL DAMAGES

The Architect and the Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination in accordance with Paragraph 1.3.8.

1.3.7 MISCELLANEOUS PROVISIONS

1.3.7.1 This Agreement shall be governed by the law of the principal place of business of the Architect, unless otherwise provided in Paragraph 1.4.2.

1.3.7.2 Terms in this Agreement shall have the same meaning as those in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

1.3.7.3 Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts or failures to act occurring prior to Substantial Completion or the date of issuance of the final Certificate for

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Payment for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Architect's services are substantially completed.

1.3.7.4 To the extent damages are covered by property insurance during construction, the Owner and the Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

1.3.7.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

1.3.7.6 Unless otherwise provided in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site.

1.3.7.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

1.3.7.8 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates that would require knowledge, services or responsibilities beyond the scope of this Agreement.

1.3.7.9 The Owner and Architect, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to an institutional lender providing financing for the Project. In such event, the lender shall assume the Owner's rights and obligations under this Agreement. The Architect shall execute all consents reasonably required to facilitate such assignment.

1.3.8 TERMINATION OR SUSPENSION

1.3.8.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, prior to suspension of services, the Architect shall give seven days' written notice to the Owner. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

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1.3.8.2 If the Project is suspended by the Owner for more than 30 consecutive days, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

1.3.8.3 If the Project is suspended or the Architect's services are suspended for more than 90 consecutive days, the Architect may terminate this Agreement by giving not less than seven days' written notice.

1.3.8.4 This Agreement may be terminated by either party upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

1.3.8.5 This Agreement may be terminated by the Owner upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

1.3.8.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Subparagraph 1.3.8.7.

1.3.8.7 Termination Expenses are in addition to compensation for the services of the Agreement and include expenses directly attributable to termination for which the Architect is not otherwise compensated, plus an amount for the Architect's anticipated profit on the value of the services not performed by the Architect.

1.3.9 PAYMENTS TO THE ARCHITECT

1.3.9.1 Payments on account of services rendered and for Reimbursable Expenses incurred shall be made monthly upon presentation of the Architect's statement of services. No deductions shall be made from the Architect's compensation on account of penalty, liquidated damages or other sums withheld from payments to contractors, or on account of the cost of changes in the Work other than those for which the Architect has been adjudged to be liable.

1.3.9.2 Reimbursable Expenses are in addition to compensation for the Architect's services and include expenses incurred by the Architect and Architect's employees and consultants directly related to the Project, as identified in the following Clauses:

1. ~~transportation in connection with the Project~~, authorized out-of-town travel and subsistence, and electronic communications;
2. fees paid for securing approval of authorities having jurisdiction over the Project;
3. reproductions, plots, standard form documents, postage, handling and delivery of Instruments of Service;
4. ~~expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;~~
5. renderings, models and mock-ups requested by the Owner;
6. expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants;
7. reimbursable expenses as designated in Paragraph 1.5.5;
8. other similar direct Project-related expenditures as approved by Owner.

1.3.9.3 Records of Reimbursable Expenses, of expenses pertaining to a Change in Services, and of services performed on the basis of hourly rates or a multiple of Direct Personnel Expense shall be available to the Owner or the Owner's authorized representative at mutually convenient times.

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1.3.9.4 Direct Personnel Expense is defined as the direct salaries of the Architect's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, employee retirement plans and similar contributions.

ARTICLE 1.4 SCOPE OF SERVICES AND OTHER SPECIAL TERMS AND CONDITIONS

1.4.1 *Enumeration of Parts of the Agreement.* This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect. This Agreement comprises the documents listed below.

1.4.1.1 Standard Form of Agreement Between Owner and Architect, AIA Document B141-1997.

1.4.1.2 Standard Form of Architect's Services: Design and Contract Administration, AIA Document B141-1997, or as follows:
(List other documents, if any, delineating Architect's scope of services.)

1.4.1.3 Other documents as follows:
(List other documents, if any, forming part of the Agreement.)

1.4.2 *Special Terms and Conditions.* Special terms and conditions that modify this Agreement are as follows:
Not Applicable

ARTICLE 1.5 COMPENSATION

1.5.1 For the Architect's services as described under Article 1.4, compensation shall be computed as follows:

A Fixed Fee of Sixty Four Thousand Dollars (\$64,000). Payments shall be made in accordance with the payment schedule shown in Exhibit "D".

1.5.2 If the services of the Architect are changed as described in Subparagraph 1.3.3.1, the Architect's compensation shall be adjusted. Such adjustment shall be calculated as described below or, if no method of adjustment is indicated in this Paragraph 1.5.2, in an equitable manner.

(Insert basis of compensation, including rates and multiples of Direct Personnel Expense for Principals and employees, and identify Principals and classify employees, if required. Identify specific services to which particular methods of compensation apply.)

On an hourly basis at the rates indicated in Exhibit "A".

1.5.3 For a Change in Services of the Architect's consultants, compensation shall be computed as a multiple of one and one-tenth (1.10) times the amounts billed to the Architect for such services.

1.5.4 For Reimbursable Expenses as described in Subparagraph 1.3.9.2, and any other items included in Paragraph 1.5.5 as Reimbursable Expenses, the compensation shall be computed as a multiple of one and one-tenth (1.10) times the expenses incurred by the Architect, and the Architect's employees and consultants.

1.5.5 Other Reimbursable Expenses, if any, are as follows:
Geotechnical Testing and Reports.

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1.5.6 The rates and multiples for services of the Architect and the Architect's consultants as set forth in this Agreement shall be adjusted in accordance with their normal salary review practices.

1.5.7 An initial payment of ~~2~~No Dollars (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account at final payment. Subsequent payments for services shall be made monthly, and where applicable, shall be in proportion to services performed on the basis set forth in this Agreement.

1.5.8 Payments are due and payable thirty (30) days from the date of the Architect's invoice. Amounts unpaid forty five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of interest agreed upon.)

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Architect's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Specific legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

1.5.9 If the services covered by this Agreement have not been completed within fourteen (14) months of the date hereof, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as provided in Paragraph 1.5.2.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)
Harry Venis, Mayor

(Printed name and title)

ARCHITECT (Signature)
Marvin Scharf, President

(Printed name and title)

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*Standard Form of Architect's Services:
Design and Contract Administration*

TABLE OF ARTICLES

- 2.1 PROJECT ADMINISTRATION SERVICES
- 2.2 SUPPORTING SERVICES
- 2.3 EVALUATION AND PLANNING SERVICES
- 2.4 DESIGN SERVICES
- 2.5 CONSTRUCTION PROCUREMENT SERVICES
- 2.6 CONTRACT ADMINISTRATION SERVICES
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ARTICLE 2.1 PROJECT ADMINISTRATION SERVICES

2.1.1 The Architect shall manage the Architect's services and administer the Project. The Architect shall consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team and issue progress reports. The Architect shall coordinate the services provided by the Architect and the Architect's consultants with those services provided by the Owner and the Owner's consultants.

2.1.2 When Project requirements have been sufficiently identified, the Architect shall prepare, and periodically update, a Project schedule that shall identify milestone dates for decisions required of the Owner, design services furnished by the Architect, completion of documentation provided by the Architect, commencement of construction and Substantial Completion of the Work.

2.1.3 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program, budget and aesthetics in developing the design for the Project.

2.1.4 Upon request of the Owner, the Architect shall make a presentation to explain the design of the Project to representatives of the Owner.



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2.1.5 The Architect shall submit design documents to the Owner at intervals appropriate to the design process for purposes of evaluation and approval by the Owner. The Architect shall be entitled to rely on approvals received from the Owner in the further development of the design.

2.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

2.1.7 EVALUATION OF BUDGET AND COST OF THE WORK

2.1.7.1 When the Project requirements have been sufficiently identified, the Architect shall prepare a preliminary estimate of the Cost of the Work. This estimate may be based on current area, volume or similar conceptual estimating techniques. As the design process progresses through the end of the preparation of the Construction Documents, the Architect shall update and refine the preliminary estimate of the Cost of the Work. The Architect shall advise the Owner of any adjustments to previous estimates of the Cost of the Work indicated by changes in Project requirements or general market conditions. If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments.

2.1.7.2 Evaluations of the Owner's budget for the Project, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect represent the Architect's judgment as a design professional familiar with the construction industry. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Project or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

2.1.7.3 In preparing estimates of the Cost of the Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to make reasonable adjustments in the scope of the Project and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. If an increase in the Contract Sum occurring after execution of the Contract between the Owner and the Contractor causes the budget for the Cost of the Work to be exceeded, that budget shall be increased accordingly. (by change order).

2.1.7.4 If bidding or negotiation has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the construction industry.

2.1.7.5 If the budget for the Cost of the Work is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall:

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Subparagraph 1.3.8.5; or
- .4 cooperate in revising the Project scope and quality as required to reduce the Cost of the Work.

2.1.7.6 If the Owner chooses to proceed under Clause 2.1.7.5.4, the Architect, ~~without~~ ^{with} additional compensation, shall modify the documents for which the Architect is responsible

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under this Agreement as necessary to comply with the budget for the Cost of the Work. The modification of such documents shall be the limit of the Architect's responsibility under this Paragraph 2.1.7. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not construction is commenced.

ARTICLE 2.2 SUPPORTING SERVICES

2.2.1 Unless specifically designated in Paragraph 2.8.3, the services in this Article 2.2 shall be provided by the Owner or the Owner's consultants and contractors.

2.2.1.1 The Owner shall furnish a program setting forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, special equipment, systems and site requirements.

2.2.1.2 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions and necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

2.2.1.3 The Owner shall furnish services of geotechnical engineers which may include but are not limited to test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with reports and appropriate recommendations.

ARTICLE 2.3 EVALUATION AND PLANNING SERVICES

2.3.1 The Architect shall provide a preliminary evaluation of the information furnished by the Owner under this Agreement, including the Owner's program and schedule requirements and budget for the Cost of the Work, each in terms of the other. The Architect shall review such information to ascertain that it is consistent with the requirements of the Project and shall notify the Owner of any other information or consultant services that may be reasonably needed for the Project.

2.3.2 The Architect shall provide a preliminary evaluation of the Owner's site for the Project based on the information provided by the Owner of site conditions, and the Owner's program, schedule and budget for the Cost of the Work.

2.3.3 The Architect shall review the Owner's proposed method of contracting for construction services and shall notify the Owner of anticipated impacts that such method may have on the Owner's program, financial and time requirements, and the scope of the Project.

ARTICLE 2.4 DESIGN SERVICES

2.4.1 The Architect's design services shall include normal structural, mechanical and electrical engineering services.

2.4.2 SCHEMATIC DESIGN DOCUMENTS

2.4.2.1 The Architect shall provide Schematic Design Documents based on the mutually agreed-upon program, schedule, and budget for the Cost of the Work. The documents shall establish the conceptual design of the Project illustrating the scale and relationship of the Project components. The Schematic Design Documents shall include a conceptual site plan, if appropriate, and preliminary building plans, sections and elevations. At the Architect's option,

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the Schematic Design Documents may include study models, perspective sketches, electronic modeling or combinations of these media. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

2.4.3 DESIGN DEVELOPMENT DOCUMENTS

2.4.3.1 The Architect shall provide Design Development Documents based on the approved Schematic Design Documents and updated budget for the Cost of the Work. The Design Development Documents shall illustrate and describe the refinement of the design of the Project, establishing the scope, relationships, forms, size and appearance of the Project by means of plans, sections and elevations, typical construction details, and equipment layouts. The Design Development Documents shall include specifications that identify major materials and systems and establish in general their quality levels.

2.4.4 CONSTRUCTION DOCUMENTS

2.4.4.1 The Architect shall provide Construction Documents based on the approved Design Development Documents and updated budget for the Cost of the Work. The Construction Documents shall set forth in detail the requirements for construction of the Project. The Construction Documents shall include Drawings and Specifications that establish in detail the quality levels of materials and systems required for the Project.

2.4.4.2 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of: (1) bidding and procurement information which describes the time, place and conditions of bidding; bidding or proposal forms; and the form of agreement between the Owner and the Contractor; and (2) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect also shall compile the Project Manual that includes the Conditions of the Contract for Construction and Specifications and may include bidding requirements and sample forms.

ARTICLE 2.5 CONSTRUCTION PROCUREMENT SERVICES

2.5.1 The Architect shall assist the Owner in obtaining ~~either competitive bids or negotiated proposals~~ and shall assist the Owner in awarding and preparing contracts for construction.

2.5.2 ~~The Architect shall assist the Owner in establishing a list of prospective bidders or contractors.~~

2.5.3 The Architect shall assist the Owner in bid validation or proposal evaluation and determination of the successful bid or proposal, if any. If requested by the Owner, the Architect shall notify all prospective bidders or contractors of the bid or proposal results.

2.5.4 COMPETITIVE BIDDING

2.5.4.1 Bidding Documents shall consist of bidding requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.

2.5.4.2 If requested by the Owner, the Architect shall arrange for procuring the reproduction of Bidding Documents for distribution to prospective bidders. The Owner shall pay directly for the cost of reproduction or shall reimburse the Architect for such expenses.

2.5.4.3 If requested by the Owner, the Architect shall distribute the Bidding Documents to prospective bidders and request their return upon completion of the bidding process. The Architect shall maintain a log of distribution and retrieval, and the amounts of deposits, if any, received from and returned to prospective bidders.

2.5.4.4 The Architect shall consider requests for substitutions, if permitted by the Bidding Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective bidders.

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2.5.4.5 The Architect shall participate in or, at the Owner's direction, shall organize and conduct a pre-bid conference for prospective bidders.

2.5.4.6 The Architect shall prepare responses to questions from prospective bidders and provide clarifications and interpretations of the Bidding Documents to all prospective bidders in the form of addenda.

2.5.4.7 The Architect shall participate in or, at the Owner's direction, shall organize and conduct the opening of the bids. The Architect shall subsequently document and distribute the bidding results, as directed by the Owner.

2.5.5 NEGOTIATED PROPOSALS

~~2.5.5.1 Proposal Documents shall consist of proposal requirements, proposed contract forms, General Conditions and Supplementary Conditions, Specifications and Drawings.~~

~~2.5.5.2 If requested by the Owner, the Architect shall arrange for procuring the reproduction of Proposal Documents for distribution to prospective contractors. The Owner shall pay directly for the cost of reproduction or shall reimburse the Architect for such expenses.~~

~~2.5.5.3 If requested by the Owner, the Architect shall organize and participate in selection interviews with prospective contractors.~~

~~2.5.5.4 The Architect shall consider requests for substitutions, if permitted by the Proposal Documents, and shall prepare and distribute addenda identifying approved substitutions to all prospective contractors.~~

~~2.5.5.5 If requested by the Owner, the Architect shall assist the Owner during negotiations with prospective contractors. The Architect shall subsequently prepare a summary report of the negotiation results, as directed by the Owner.~~

ARTICLE 2.6 CONTRACT ADMINISTRATION SERVICES

2.6.1 GENERAL ADMINISTRATION

2.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in the edition of AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement. Modifications made to the General Conditions, when adopted as part of the Contract Documents, shall be enforceable under this Agreement only to the extent that they are consistent with this Agreement or approved in writing by the Architect.

2.6.1.2 The Architect's responsibility to provide the Contract Administration Services under this Agreement commences with the award of the initial Contract for Construction and terminates at the issuance to the Owner of the final Certificate for Payment. However, the Architect shall be entitled to a Change in Services in accordance with Paragraph 2.8.2 when Contract Administration Services extend 60 days after the date of Substantial Completion of the Work.

2.6.1.3 The Architect shall be a representative of and shall advise and consult with the Owner during the provision of the Contract Administration Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement unless otherwise modified by written amendment.

2.6.1.4 Duties, responsibilities and limitations of authority of the Architect under this Article 2.6 shall not be restricted, modified or extended without written agreement of the Owner and Architect with consent of the Contractor, which consent will not be unreasonably withheld.

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through the Architect about matters arising out of or relating to the Contract Documents. Communications by and with the Architect's consultants shall be through the Architect.

2.6.2.5 The Architect shall have authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect will have authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not such Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, material and equipment suppliers, their agents or employees or other persons or entities performing portions of the Work.

2.6.3 CERTIFICATION OF PAYMENTS TO CONTRACTOR

2.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue Certificates for Payment in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Paragraph 2.6.2 and on the data comprising the Contractor's Application for Payment, that the Work has progressed to the point indicated and that, to the best of the Architect's knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents. The foregoing representations are subject (1) to an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) to results of subsequent tests and inspections, (3) to correction of minor deviations from the Contract Documents prior to completion, and (4) to specific qualifications expressed by the Architect.

2.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum. When materials are stored onsite and requisitioned, owner may request contractor to submit backup information. Owner will require contractor to submit partial releases of liens from major sub-contractors.

2.6.3.3 The Architect shall maintain a record of the Contractor's Applications for Payment.

2.6.4 SUBMITTALS

2.6.4.1 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect's action shall be taken with such reasonable promptness as to cause no delay in the Work or in the activities of the Owner, Contractor or separate contractors, while allowing sufficient time in the Architect's professional judgment to permit adequate review. Review of such submittals is not conducted for the purpose of determining the accuracy and completeness of other details such as dimensions and quantities, or for substantiating instructions for installation or performance of equipment or systems, all of which remain the responsibility of the Contractor as required by the Contract Documents. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

2.6.4.2 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.
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2.6.4.3 If professional design services or certifications by a design professional related to systems, materials or equipment are specifically required of the Contractor by the Contract Documents, the Architect shall specify appropriate performance and design criteria that such services must satisfy. Shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor shall bear such professional's written approval when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications or approvals performed by such design professionals.

2.6.5 CHANGES IN THE WORK

2.6.5.1 The Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents. The Architect may authorize minor changes in the Work not involving an adjustment in Contract Sum or an extension of the Contract Time which are consistent with the intent of the Contract Documents. If necessary, the Architect shall prepare, reproduce and distribute Drawings and Specifications to describe Work to be added, deleted or modified, as provided in Paragraph 2.8.2.

2.6.5.2 The Architect shall review properly prepared, timely requests by the Owner or Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation or preparation of additional drawings or specifications. If the Architect determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, the Architect may issue an order for a minor change in the Work or recommend to the Owner that the requested change be denied.

2.6.5.3 If the Architect determines that implementation of the requested changes would result in a material change to the Contract that may cause an adjustment in the Contract Time or Contract Sum, the Architect shall make a recommendation to the Owner, who may authorize further investigation of such change. Upon such authorization, and based upon information furnished by the Contractor, if any, the Architect shall estimate the additional cost and time that might result from such change, including any additional costs attributable to a Change in Services of the Architect. With the Owner's approval, the Architect shall incorporate those estimates into a Change Order or other appropriate documentation for the Owner's execution or negotiation with the Contractor.

2.6.5.4 The Architect shall maintain records relative to changes in the Work.

2.6.6 PROJECT COMPLETION

2.6.6.1 The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion, shall receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor, and shall issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

2.6.6.2 The Architect's inspection shall be conducted with the Owner's Designated Representative to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

2.6.6.3 When the Work is found to be substantially complete, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including any amounts needed to pay for final completion or correction of the Work.

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2.6.6.4 The Architect shall receive from the Contractor and forward to the Owner: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment and (2) affidavits, receipts, releases and waivers of liens or bonds indemnifying the Owner against liens.

ARTICLE 2.7 FACILITY OPERATION SERVICES

2.7.1 The Architect shall meet with the Owner or the Owner's Designated Representative promptly after Substantial Completion to review the need for facility operation services.

2.7.2 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall conduct a meeting with the Owner and the Owner's Designated Representative to review the facility operations and performance and to make appropriate recommendations to the Owner.

ARTICLE 2.8 SCHEDULE OF SERVICES

2.8.1 Design and Contract Administration Services beyond the following limits shall be provided by the Architect as a Change in Services in accordance with Paragraph 1.3.3:

- 1 up to two (2) reviews of each Shop Drawing, Product Data Item, sample and similar submittal of the Contractor.
- 2 up to twelve (12) visits to the site by the Architect over the duration of the Project during construction.
- 3 up to two (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents.
- 4 up to two (2) inspections for any portion of the Work to determine final completion.

2.8.2 The following Design and Contract Administration Services shall be provided by the Architect as a Change in Services in accordance with Paragraph 1.3.3:

- 1 review of a Contractor's submittal out of sequence from the submittal schedule agreed to by the Architect;
- 2 responses to the Contractor's requests for information where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- 3 Change Orders and Construction Change Directives requiring evaluation of proposals, including the preparation or revision of Instruments of Service;
- 4 providing consultation concerning replacement of Work resulting from fire or other cause during construction;
- 5 evaluation of an extensive number of claims submitted by the Owner's consultants, the Contractor or others in connection with the Work;
- 6 evaluation of substitutions proposed by the Owner's consultants or contractors and making subsequent revisions to Instruments of Service resulting therefrom;
- 7 preparation of design and documentation for alternate bid or proposal requests proposed by the Owner; or
- 8 Contract Administration Services provided 60 days after the date of Substantial Completion of the Work.

2.8.3 The Architect shall furnish or provide the following services only if specifically designated:

Services	Responsibility (Architect, Owner or Not Provided)	Location of Service
----------	--	---------------------

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EXHIBIT A
HOURLY RATE STRUCTURE

<u>DISCIPLINE</u>	<u>HOURLY BILLING RATE</u>
Principal	\$ 140.00
Senior Associate	\$ 120.00
Sr. Project Manager	\$ 105.00
Project Manager	\$ 95.00
Designer	\$ 90.00
Cadd Technician	\$ 75.00
Administration	\$ 50.00

January 1, 2002

This rate structure is subject to an increase on a calendar year basis

REQUEST FOR PROPOSALS
ARCHITECTURAL / ENGINEERING SERVICES
for a new
"BOYS & GIRLS CLUB COMMUNITY CENTER"
AT DRIFTWOOD ESTATES PARK
Town of Davie, Florida

NATURE OF REQUEST:

Pursuant to Florida Statutes, Chapter 287.055 (Consultant's Competitive Negotiation Act) the Town of Davie invites qualified Architectural firms to submit statements of qualifications and experience for consideration to provide architectural and engineering design services for a new "Boys & Girls Club Community Center" to be located on the southeast corner of Driftwood Estates Park, 3300 NW 77th Avenue, Davie, Florida.

FUNDING:

Funds for this project will come from the Town's Federal Community Development Block Grant (CDBG) Program and the Broward County Safe Neighborhood Bond "Challenge Grant" Program; therefore, all Federal Contract Compliance and Labor Standards Provisions, including the Davis-Bacon Wage Act and the Copeland Anti-Kickback Act, will apply. In this regard, the Consultant must ensure that subsequent bid/construction documents include all applicable Federal requirements and forms.

BASIC SERVICES:

The Architect and Engineering sub-consultants shall prepare construction documents which will include the design, technical drawings, schedules, diagrams, and specifications setting forth in detail the requirements for construction of the new Boys & Girls Club Community Center. This facility will replace the existing Boys & Girls Club facility located within Ehlinger Apartments (a public housing project).

Develop preliminary and final design and construction documents for the initial phase of work, the "Community Center and Gymnasium Building" based upon the design criteria package.

Provide information customarily necessary for use of those in the building trades.

Include documents customarily required for regulatory agency approvals.

Be sufficient for the OWNER to determine compliance with the design criteria.

The Architect shall assist the Town of Davie's Capital Projects Office in securing permits, bidding, and negotiation with Contractors, and contract administration during the construction of the "Boys & Girls Club Community Center".

As required, the Architect will retain the services of qualified electrical, mechanical, and structural engineers, landscape architects, or other consultants, and will supervise their work. The Architect will also coordinate with the Town of Davie's Civil Engineering Consultant.

During the design work the Architect shall meet with Town Officials, the Boys and Girls Club Representative, the community, and the Davie Town Council, as required to ascertain their priorities and objectives for this project. Additionally, the Architect shall make a design presentation to Town Council when requested, and appear before the Town of Davie's Design Review Committee and Site Plan Committee, as required. An accelerated design schedule is anticipated i.e. four (4) months.

A site plan of the existing facilities at Driftwood Estates Park and "as built" drawings of the existing facilities are available at the Town of Davie Capital Projects Department which is located at 6901 Orange Drive, Davie, FL 33314.

The functional characteristics of the building and site are as follows:

GENERAL:

The function of this facility is to provide a single location where all age groups can enjoy and participate in events such as: indoor sports, recreational activities, and social, cultural, and community meetings. The park will be operated in conjunction with the Boys and Girls Club. The approximate project cost shall be \$800,000 excluding site work. The building will be approximately 8,000 gross square feet.

The free-standing "Boys and Girls Club Community Center" will be located at the southeast corner of Driftwood Estates Park, which is bordered by NW 33rd Street on the south, Davie's Water Treatment Plant on the north, El Jardin Apartments on the east, and 77th Avenue on the west. This location demands that the building, which will be viewed from all sides, be designed with great attention to the visible facades. Principal access to the facility will be from the southeast.

The site for the Community Center shall include minimum parking spaces, and adequate pathways from the parking area to the building entrances. Accessibility shall comply with ADA. The parking lot lighting must comply with ILES standards. Drainage, paving, grading, and water and sewer design, will be provided by the Town's Civil Engineering Consultant. Coordination with this consultant, will therefore, be needed.

The building should be designed and constructed using conventional materials such as CBS or tilt wall, which limit vulnerability to structural failure from severe weather conditions, vandalism and crime. The layout of the building shall incorporate "Crime Prevention Through Environmental Design" (CPTED). All materials specified shall be vandal resistant, durable, and easy to maintain. A flat roof is anticipated, with a sloped roof on the entire canopy.

BUILDING REQUIREMENTS:

The building is anticipated to be approximately 8,000 gross square feet. The spaces shall include the following areas:

- **Lobby / Reception Area** - The entrance will lead into a lobby area containing a control counter. Trophy display space shall be provided.
- **Office Space for Facility Manager** - Including room for office equipment, and a storage area.
- **Health Care Office** - maintained by Memorial Healthcare System and Joe DiMaggio's Children's Hospital. Sufficient space for confidential examinations and discussions.
- **Davie Police Resource Officer** - maintained by the Town of Davie Police Department to serve as community outreach, service oriented policing. Computer and telephone service will be required. Desk space and room to meet with several visitors is needed.
- **Family Success Center Office** - A social service provider that provides emergency assistance and case management for low-income and at-risk families. Space for confidential interviews will be needed.

- **Teen Game Room** – For youth ages 13 years and up. Pool tables, foosball, board games (checkers, chess, etc.) social and recreational activities to develop interpersonal relationships.
- **Junior Game Room** – For youth ages 7 – 12. Pool tables, foosball, board games (checkers, chess, etc.) social and recreational activities to develop interpersonal relationships.
- **Arts & Crafts Room** – For multi-media art exploration, painting, drawing, custom-made ceramics to develop self-expression and creativity through the arts. Provide a sink with an easily clearable plaster trap, and room for a kiln.
- **Learning & Computer Lab** – Computer lab with state of the art personal computers, printers, and learning software with InterNet access. Supervised activity.
- **After School Homework Assistance Center/Meeting Room** – contains lending library, and classroom environment for tutorial homework assistance, reading labs and educational programs, including GED assistance.
- **Fitness Room** – State of the Art exercise equipment and exercise stations to encourage physical fitness.
- **Sports Equipment Storage Room** With shelving-accessible from inside & outside the building.
- **Kitchen/ Concession.** The Kitchen / Concession area shall be used to serve the building interior, as well as having a pass-thru window to serve the public outside utilizing the sports facilities in the park. Provide a separate service doorway to outside for access to concession area.
- **Restrooms** will be provided per Code, and should be accessible both from inside and outside the building. Provide showers and locker facilities.
- **Mechanical / Electrical** spaces shall be provided as required for building operation.
- **Janitor Closet** - provide mop sink.

MISCELLANEOUS:

This project will encompass the construction of an 8,000+ sq. ft. youth development facility that will serve at-risk minority and/or disadvantaged youth ages 7 – 17, through structured daily programs.

The construction of the Davie Boys & Girls Clubs Unit (Service Facility) will be used primarily for approximately 1,000 area at-risk minority or disadvantaged youth, five days a week, between the hours of 2:00 PM and 9:00 PM. Monday through Friday with Special weekend event programming, including family/community activities and special events.

The Boys & Girls Clubs Davie Unit has ten (10) professionally trained staff that include the following positions: Service Unit Director, Senior Game Room Director, Junior Game Room Director, Crafts Instructor, Computer Instructor, Membership Clerk, Program Assistant, two Youth Aides (from membership) and a maintenance facility worker. In addition to the above professionals, an Area Coordinator supervises the activities and provides additional management expertise as needed. It is anticipated that one office with two (2) desks can be used to accommodate staff.

FUNCTIONAL CHARACTERISTICS:

A security system shall be incorporated. The central air conditioning system shall be efficient and cost effective. The major individual spaces shall have separate A/C controls. Exterior components of

mechanical systems shall be concealed from public view. Telephone, intercom, and computer service shall be designed by consultant to be installed by owner.

SMALL DISADVANTAGED BUSINESS ENTERPRISES (SDBE):

All contracts funded in whole or in part, through Broward Countys Challenge Grant, must reference compliance with Article XIV-Section 20-275 of the Broward County Code of Ordinances, as it relates to the goals and objectives established for use of Small Disadvantaged Business Enterprises which includes minority and female-owned firms.

SDBE Triggers: \$150,000> Construction Contract
 \$ 75,000> Architectural/Engineering contract
 \$ 50,000> contract for Goods or Services

SDBE Goals: 15% of the Construction Costs
 10% of the A/E Services
 4% of all Commodities

SELECTION PROCESS:

The Town of Davie will accept responses no later than 2:00 PM on Tuesday, April 2, 2002. Responses will be reviewed by a Selection Committee. The Committee shall select firms deemed to be the most highly qualified to perform the required services. Those firms will be invited to be interviewed by the Selection Committee. After the interviews, the Selection Committee will rank the order of the firms and the Committee's rankings will be submitted to the Town Council for ratification and will include instruction to staff to begin negotiations with the "top" ranked firm. The Selection Committee reserves the right to make its recommendation based on the Committee's determination of the best qualified firm. Evaluation criteria will be:

- Evidence of positive relationship with previous clients and successful completion of previous contracts of similar type.
- Evidence of previous projects demonstrating innovative design capability, particularly with respect to building durability, energy efficiency, adaptiveness, cost effectiveness, and aesthetics.
- Evidence of building public community centers and gymnasium facilities which serve at-risk youth.
- Ability to highly prioritize this project and to meet a very short deadline for completion.

SUBMISSION AND RECEIPT:

Submitted documents in response to this request should be brief, and should include the following:

- Standard Forms 254 and 255 for the entire team.
- Description of Firm or Team: Proposer is encouraged to provide supplemental information, as appropriate, to demonstrate firm or team capabilities not clearly articulated in the required form.
- Previous Projects: Provide highlights of your previous relevant work experiences, including photos, floor plans, photocopies or graphics, as appropriate. Please provide a location map and the name and phone number of the contact person at similar facilities that the Architect has designed, so that the committee may visit previous projects.
- Resumes of key personnel and an organizational chart.

- **Statement of Liability Insurance:** The successful bidder shall be required to provide appropriate liability coverage as delineated in the contract, which policy shall name the Town as an additional insured.

PUBLIC ENTITY CRIMES INFORMATION:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

DISCRIMINATION:

An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

REGISTRATION OF LOBBYISTS:

Firms or individuals who wish to contact any official of the Town outside of a pre-submission conference or written request for information procedure must first register with the Town Clerk as a lobbyist for this Request for Proposals. Failure to register before contacting any official will result in disqualification of the proposal and submissions will not be considered. Lobbying registration certificates (attached hereto) should be mailed to:

Town of Davie
Town Clerk
6591 Orange Drive
Davie, Florida 33314-3399

INDEMNIFICATION AND HOLD HARMLESS:

The Contractor agrees to indemnify and hold harmless the Town, its officers, agents and employees, free and harmless from any claim, liability, cause of action, expense or charge, of whatever kind or nature, including, but not limited to, personal injury, loss of life, property damage including loss of use thereof, and against all loss of life, which may arise out of or be connected with the performance of contractor's duty hereunder, and shall indemnify the Town against any suits, actions, claims, damages, or causes of action brought by or on behalf of any person arising out of the performance of such duties, and pay all costs and expenses in connection therewith. Nothing in this agreement shall be construed to affect in any way the Town's rights, privileges, and immunities as set forth in Florida Statutes 768.28.

INSURANCE REQUIREMENTS:

- **Workers' Compensation:** The Architect shall provide and maintain Worker's Compensation insurance in full compliance with the applicable laws of the State of Florida

and the United States. The policy must include Employers Liability: One hundred thousand dollars (\$100,000.00) for each accident, five hundred thousand dollars (\$500,000.00) disease (policy limit), and one hundred thousand dollars (\$100,000.00) disease (each employee). The Architect shall further insure that all of its sub consultants maintain appropriate levels of Worker's Compensation insurance.

- **Commercial General Liability:** The policy shall include one million dollars (\$1,000,000.00) per occurrence Combined Single Limit for bodily injury and property damage liability. This shall include coverage for premises and/or operations, independent contractors and products and / or operations, broad form property damage, personal injury and a contractual liability endorsement, specifically insuring the hold harmless clause of the contract. The policy of insurance shall be written in an "occurrence" based format.
- **Business Auto Liability:** The Architect shall have minimum limits of one million dollars (\$1,000,000.00) per occurrence Combined Single Limit for bodily injury liability and property damage liability. This shall include coverage for owned vehicles, hired vehicles, employee non-owned vehicles.
- **Professional Liability:** The Consultant shall provide insurance with minimum limits of One Million Dollars (\$1,000,000). The Consultant shall be responsible for maintaining this professional liability insurance for a minimum of five years from the date of execution of this Contract. In addition, the Consultant shall notify the Town of any claims made against this insurance policy during the five years following the execution of this Contract.
- The Town of Davie is to be named as an additional insured on both the general liability and auto liability policies, with a waiver of subrogation on the workers compensation employers liability policy.

DEADLINE:

Deadline for receipt of sealed responses to this RFP is 2:00 P.M. on Tuesday, April 2, 2002.

NUMBER OF COPIES REQUIRED:

Submit six (6) complete copies of the response.

SEALED RESPONSES MUST BE SUBMITTED TO:

Herb Hyman, Procurement Manager
Town of Davie
6591 Orange Drive
Davie, FL 33314

MARK THE FRONT OF THE ENVELOPE:

"Architectural/Engineering Services-Boys & Girls Club Community Center at Driftwood Estates Park"
B - 0 2 - 6 1

Registration of Lobbying Interests

Name of Individual, Firm, or Organization: _____

Address: _____

Nature of Interest (Civic, Financial, Political, etc.): _____

Names, Addresses, and Titles of Individual who will Lobby:

	Name	Title	Address
X			

Types of lobbying activities you expect to engage in: _____

Individuals you expect to lobby: _____

I certify that, to the best of my knowledge, this registration is complete and accurate.

Signature _____

Name _____

Date _____

Boys and Girls Club, Driftwood Estates Park

13	Construction (Initial Construction Contract Duration)	140 days	Fri 1/17/03	Thu 7/31/03
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Summary External Tasks

**Town of Davie
Boys & Girls Club at Driftwood Estate**

EXHIBIT "D"

PAYMENT SCHEDULE

Schematic Design	20%	\$ 12,800
Design Development	20%	\$ 12,800
Construction Documents	40%	\$ 25,600
Bidding & Permitting	5%	\$ 3,200
Construction Administration	15%	\$ 9,600
Total	100%	\$64,000

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Scharf and Associates' fax number is (954) 566-2770.*

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